

<p style="text-align: center;">Public Affairs Section Cultural Outreach Intern</p>
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1. A brief description of the scope of work including any special requirements/qualifications;

100% - (S)he will work with the Cultural Affairs Team in developing, promoting, executing and documenting U.S. Embassy funded education, cultural, exchange and alumni activities and events that include American and Moroccan leaders from government, Non-government organizations, academia and the private sector.

20 hours per week (flexible days/hours)

The Cultural Outreach Intern will assist in the coordination, promotion and documentation of a wide range of U.S. Embassy programs with a cultural and education focus. Under the direct supervision of the Cultural Affairs Officer (CAO), the incumbent will implement, promote and document cultural and education outreach initiatives using traditional and multi-media communication tools.

(S)he will primarily focus on creating innovative content highlighting U.S. Embassy driven cultural and education outreach programs, with the goal of attracting and engaging new audiences through social media platforms. (S)he will be a member of the Cultural Affairs Team but will be expected to work closely with the social media coordinator in developing content for U.S. Embassy outreach (e.g. Facebook, Twitter, YouTube) and exploring new approaches to delivering information on U.S. Embassy-funded cultural, education, exchange and alumni programs via video chats, podcasts, RSS feeds, wikis, etc.

The intern will also be responsible for conceiving, producing and editing visual content that highlight the U.S. Embassy's cultural, education, exchange and alumni programs, for placement on new media and Web-based platforms.

Education/Background – At least two (2) years coursework in international relations, business, public relations, graphic design or related fields.

Language Proficiency: Level III (fluent) in both spoken and written English, Level IV spoken and written French, and Level IV spoken and written Arabic.

Skills and Abilities: Strong oral and written communication skills, capacity to understand complex projects that involve multiple steps and the use of social media platforms; ability to prioritize competing work duties to meet changing program requirements; ability to work independently with minimum supervision as well as with a team.

Supervision Received: Under the direct supervision of the Cultural Affairs Officer.

Available Guidelines: U.S. Embassy manuals and instructions, including Mission Strategic Plan, information technology standards and requirements.

2. Duration of the internship – 3-5 months (starting in January 2016)

3. How the internship would benefit both the agency/section and the intern – This position will allow PAS to expand and better document its cultural, education, exchange and alumni outreach in support of Mission and PD goals. The intern would gain hands on public affairs experience in a fast paced work environment. The intern would also become deeply involved in the development, promotion and execution of US government people-to-people programs that change the lives of Moroccans living in communities throughout the country.

TO APPLY:

Interested applicants should complete the attached application and attach to it a copy of their academic standing and a written permission from their educational institution to be able to perform internship. Please forward the total package to the attention of the Human Resources Office at the American Embassy in Rabat no later than **COB November 2, 2015.**

SUBMIT APPLICATION TO:

- a) By mail to: Human Resources Office
Attention: Foreign National Student Intern Program
Address: American Embassy, B.P. 120, Rabat, Morocco
- b) By e-mail : RecruitmentRABAT@state.gov

Telephone: (212)537-63-49-76, FAX: (212)537-63-75-46,